



Managed Care Program Manager 1

Status: Executive Service*

***Note:** An Executive Service employee serves at the pleasure of the Appointing Authority. As such, if conditions arise such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, termination of employment may occur. Further, individuals hired into this open position(s) will not have a right to appeal, or standards for the application of disciplinary procedures applying to regularly appointed employees that have achieved career status do not apply to executive service appointed employees.

OVERVIEW

Under supervision of the Director of Intellectual Disability Services within the LTSS Quality, Accountability & Innovation Unit, an employee in this position will serve as support to the Director for Intellectual Disability Services.

The Long-Term Services & Supports, Division of TennCare, offers long-term services and supports to individuals enrolled in TennCare. Tennessee's programs and services for people with intellectual disabilities include three Section 1915(c) HCBS waiver programs and Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IIDs). TennCare's Division of LTSS provides long-term care services for individuals with intellectual disabilities in two different types of settings through Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID) or through home and community-based settings. Home and Community-Based Services (HCBS) are alternatives to institutional care. HCBS are provided through the 1115 demonstration waiver program Employment and Community First Choices Program and three 1915(c) waiver programs approved by the federal government. TennCare's Division of LTSS is responsible for the waiver programs. The Department of Intellectual and Developmental Disabilities (DIDD) is the state agency contracted by TennCare to operate the three 1915(c) waiver programs.

The successful candidate will be responsible for assisting the Director of Intellectual Disability Services with managing and directing LTSS Section 1915(c) Intellectual Disability Waiver Programs and Services and associated contracts and grants.

The Managed Care Program Manager will work closely with Division leadership and system partners, including the Department of Intellectual and Developmental Disabilities (DIDD), contracted Managed Care Organizations (MCOs), the Tennessee Community Organizations (TNCO) and other HCBS providers, advocacy partners, persons served and their families to help inform and guide program direction and improvements. Day-to-day responsibilities will include assisting the Director of Intellectual Disability Services with oversight of DIDD and related contracts.

(State Classification Managed Care Program Manager 1)

Primary Roles and Responsibilities:

- Assist with Contractor Monitoring of the Department of Intellectual and Developmental Disabilities.
- Trend data, complete data analytics, and create advanced excel spreadsheets and workbooks.
- Assist with the successful operation of the State's three (3) 1915(c) waivers operated by the Department of Intellectual and Developmental Disabilities (DIDD).
- Assist with drafting, finalizing and posting 1915(c) waiver renewals and amendments and review submission of all CMS reports associated with the 1915(c) waivers.
- Assist with compliance for all of the Special Terms and Conditions issued by CMS for the TennCare demonstration pertaining to the Section 1915(c) waivers.
- Assist with the operation of the State's contract with Volunteer State Health Plan (VSHP) for the SelectCommunity plan.
- Assist with tracking and review of the DIDD Provider Manual and DIDD policies submitted to TennCare.
- Assist with LTSS contracts (DIDD and Select Community); updating, renewal and regularly monitored for compliance throughout the year.
- Assist with ensuring effective and timely use of available data to evaluate the 1915(c) Waiver program, and the Select Community program, and to provide reports on the programs to external stakeholders, CMS, elected officials, etc. and to guide needed improvements.
- Assist with regular review of program rules and regulations, research practices in other states and maintain expertise in national best practices related to programs for individuals with Intellectual Disabilities.
- Assist with facilitating and maintaining contact with stakeholder groups.
- Assist with conducting presentations and training.
- Other special projects as assigned.

QUALIFICATIONS

Education and Experience:

- Graduation from an accredited college or university with a bachelor's degree and experience equivalent to 3 years of professional level experience.
- Excellent Excel skills and experience with all other Microsoft Office Programs.
- Experience interpreting policy or procedural provisions for a TennCare, Medicaid, or other related health insurance organization is preferred.
- Excellent written and oral communication skills

Preferred Requirements:

- Passion and commitment to supporting people with Intellectual Disabilities, person-centered practices, and integrated employment and community living
- Experience with program management and/or grant management
- Experience in contract management
- Experience working in or with Medicaid or disability related programs
- Strong work ethic and self-motivated with ability to work well on a team

Expires 11/7/18

- Organizational skills, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Ability to adapt to changing priorities and deadlines

Job Location: Nashville, Tennessee

How to Apply: Qualified candidates should send their resumes to Kayla Flanary at Kayla.H.Flanary@tn.gov by **November 7, 2018**.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.